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Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: ASSISTANT AQUATICS COORDINATOR / INSTRUCTOR

DEFINITION

Under general supervision, to assist in the planning, organizing, staffing, and operation of a City-wide swimming program; to conduct standard and customized instruction and training of aquatics staff related to the attainment of specific skills and certifications; to participate in directly supervising and managing multiple pool facilities and aquatics staff as assigned; to provide highly responsible and professional staff leadership; and to do related work as required.

REPORTS TO: Aquatics Coordinator

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Aquatics Coordinator; exercises supervision over Pool Managers and Lifeguard/Instructors, as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assist in the planning, organizing, and operation of a City-wide aquatics program.
- Participate in the selection of aquatics and other personnel; schedule and assign personnel to specific pools and functions as required.
- Coordinate, develop, schedule, and conduct standard and customized instruction and training of aquatics and other personnel related to the attainment of specific skills and certifications.
- Conduct lifeguard training classes to certify staff including ongoing training and enhancement of lifeguard techniques.
- Serve as the First Aide and Cardiopulmonary Resuscitation (CPR) trainer for the Aquatics Program staff.
- Organize and develop schedules for instructional and recreational aquatics programs and activities involving multiple facilities/pools.
- Assist in contacting organizations, community groups, and residents to encourage use of City-wide aquatic facilities to expand attendance of swim lessons, pool rentals, and evening swim events.
- Assist in conducting outreach programs with local area high schools, colleges, universities, and aquatics associations for the purpose of training and recruiting of lifeguards.
- Inspect pools and pool facilities for proper condition and operation, including sanitation.
- Prepare individual pool operating reports, program statistics, and other reports on a scheduled basis as required.
- Receive admission fees from pools; maintain appropriate records; make deposits and prepare reports of receipts as required.
- Submit requests, requisitions and/or work orders for equipment, supplies, or repairs to buildings, equipment and grounds.

- Investigate complaints and accidents; prepare reports and recommendations as required.
- Supervise and conduct special aquatics activities and events.
- Supervise, train, and evaluate subordinates.

QUALIFICATIONS

Knowledge of:

- Instructional techniques and methods for recreation and aquatics programs for a variety of skills and abilities.
- Water hazards, rescue methods, lifesaving techniques, and first aid as applied to accidents in the pool environment.
- Pool equipment, facilities, chlorination, and sanitation.
- Federal, state, county, and local health regulations as they pertain to the operation of public pools.
- Methods of handling, depositing, and accounting for money received.
- Principles and practices of organizing and conducting public recreation and aquatics programs.
- Record keeping and reporting procedures.
- Principles of supervision, training, performance evaluation, and budgeting.
- Community structures and processes; individual and group dynamics.

Ability to:

- Coordinate, develop, schedule, and conduct standard and customized instruction and training of aquatics personnel.
- Conduct training and certify aquatics personnel in lifeguard techniques, first aide, and cardiopulmonary resuscitation (CPR) techniques.
- Develop instructional plans and materials.
- Plan, organize, assign, supervise, and review the work of others.
- Demonstrate leadership in effectively training and/or supervising multiple pools and assigned aquatics personnel.
- Adhere to program standards and objectives.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective operating records and reports.
- Establish and maintain effective working relationships with pool personnel and the general public.
- Select, train, supervise, and evaluate subordinates.
- Solve disciplinary problems effectively.
- Swim with proficiency and endurance and meet standards of swimming competency as may be established by the City of Riverside.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of high school, preferably supplemented by the completion of college level course work in supervision, management, administration, recreation, and/or teaching.

Experience: At least three pool seasons (a minimum of nine months) of full-time experience in lifeguard/swim instruction and at least one year of full-time experience in a highly responsible supervisory/managerial role preferably in lifeguard supervision and pool management.

Range

Progression: Step 1 Entry level.

Step 2 Completion of one pool season with the City of Riverside (a minimum of 3 months) of full-time experience.

Step 3 Completion of two pool seasons with the City of Riverside (a minimum of 6 months) of full-time experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL CERTIFICATES

- Possession of a current Water Safety Instructor's Certificate.
- Possession of a current Lifeguard Instructor's Certificate.
- Possession of a current Basic Life Support Cardiopulmonary Resuscitation Instructor's Certificate, Levels A-E, issued by the American Heart Association.
- Possession of a current Standard First Aid Instructor's Certificate.
- Possession of a current American Red Cross Lifeguard Certificate (which includes first aid).
- Possession of a current American Red Cross Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer Certificate or American Heart Association Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) Certificate "C".

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Assistant Aquatics Coordinator/Instructor

TO: Aquatics Coordinator